

Chief, Personnel Branch

4 September 1947

Chief, Fiscal Division

Time and Attendance Report for [redacted] for the period 25X1A9A
10 through 23 August 1947

25X1A9A

Attached is a copy of Standard Form 1130, Time and Attendance Report, for [redacted] assigned to the Personnel Pool for the period 10 through 23 August 1947, as submitted to this office. You will note the report was prepared to indicate that Mrs. [redacted] 25X1A9A went on maternity leave effective 18 August 1947 and remained on sick leave (maternity purposes) through the remainder of the pay period, a total of 40 hours.

25X1A9A On 26 August 1947 Mrs. [redacted] went through the process of "clearing" in accordance with the provisions of Administrative Order No. 38 dated 2 December 1946. At the time she was in the Fiscal Division she requested to know her leave balances. The figure given her for sick leave was higher than she thought it should have been and a further investigation into the matter revealed that she had been on sick leave from 18 July 1947 and had not returned to duty since that date. Sick Leave from 18 July through 9 August was correctly reported; however, an additional charge of 40 hours for sick leave taken during the period 10 through 23 August 1947 was not recorded by the reporting official, but has been made against Mrs. [redacted] leave account. 25X1A9A

It is requested that your office initiate action to determine why this report was incorrectly certified; and further that employees maintaining the time and attendance records be apprised of the importance of submitting accurate reports to preclude overpayments, and/or misunderstandings. All salary payments are based on the information recorded on Forms 1130, Time and Attendance Reports. Hence, it can readily be seen that cases of this type would in effect result in an erroneous payment to the employee and could cause considerable difficulty in connection with a salary dispute.

25X1A9A Mrs. [redacted] further mentioned she had been informed by the Personnel Relations Section that she was entitled to an advance of sick leave if she so desired. She also had been given to understand if she did not return to duty that the unliquidated advance of sick leave would automatically be deducted from her retirement account. This latter statement at least, whether or not it was made, is incorrect. If Mrs. [redacted] had been advanced sick

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To: [redacted]
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Chief, Personnel Branch

-2-

4 September 1947

leave and did not return to duty we would have been required, under existing laws and regulations, to effect a collection from her personally. The only time the retirement account is available for liquidating an indebtedness to the United States Government is after every attempt to make the collection has been exhausted. If she had been granted an advance of sick leave and later resigned without liquidating the advance we would of necessity have been obliged to encumber her retirement account until such time as the indebtedness was satisfied. The Commission would have withheld the refund to her pending attempts to make the collection, thus resulting in quite a delay for the employee in receiving the retirement refund and possibly many hours of work on the part of Fiscal Personnel to effect the collection.

For your information there is quoted the applicable portion of Executive Order 9830 pertaining to the advance of sick leave:

"Sick leave advanced, In cases of serious disability or ailments, and when the exigencies of the situation so require, sick leave may be advanced to permanent employees not in excess of 30 days: Provided, That no advances of sick leave shall be made to any employee unless the absence from duty on account of illness is for a period, or periods, of 5 or more consecutive work days; that every application for advance leave shall be supported by a medical certificate; that the total of such advances shall be charged against sick leave subsequently credited." (underscoring supplied). Neither the Executive Order nor current Regulations consider pregnancy as a serious disability or ailment.

Administrative Order No. 47, dated 17 December 1946, sets forth the Agency's policy in granting maternity leave. There is nothing in the order to imply that it is even contemplated that an advance of sick leave will be granted due to pregnancy.

It will be appreciated if you will discuss the applicable provisions of Laws & Regulations with respect to leave advances with the required employees in the Personnel Branch to insure that advice given to applicants for advances are sufficiently clear so such information will not be misinterpreted or misunderstood. Advice with respect to findings in connection with the incorrect leave certification should be supplied to support payment of vouchers processed.

[Redacted]
Chief, Fiscal Division

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ASK:sk

Attachment
cc: Saunders via [Redacted]
File ☒ Roll ☐ FPU

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT